



Te Tari o te Manahautū o te Whare Māngai

Office of the Clerk of the House of Representatives

ROLE DESCRIPTION

- Role:** Kaiwhakamāori (Te Reo Māori Translator, Interpreter and Adviser)
- Group:** Select Committees and Parliamentary Engagement (SCAPE)
- Background:** The Select Committees and Parliamentary Engagement group provides services to the House of Representatives and its committees, including:
- Providing secretariat and advisory services to select committees to assist committees with their scrutiny of proposed legislation, scrutiny of government departments and agencies, examination of treaties and petitions and enquiries into matters of public interest.
 - Communicating what Parliament is doing through print, television, radio, and web media, in order to build public understanding of, and engagement with, Parliament.
 - Providing education services to members of Parliament, parliamentary staff and the public to build understanding of parliamentary procedure and the role of Parliament.
 - Facilitating engagement with the international parliamentary community.
- Purpose:** The purpose of this role is:
- to provide interpretation and translation services for parliamentary select committees;
 - to provide interpretation and translation services for the House and the Office of the Clerk;
 - to provide advice and support to the Clerk and Te Kaiwhakahaere – Ngā Rātonga Reo Maori as required.
- Responsible to:** Manager Select Committees
- Responsible for:** No direct reports
- Key external relationships:**
- Members of Parliament and their staff
 - Staff of the Parliamentary Service
 - Staff of Te Taura Whiri i te Reo Māori
 - Kaumātua and other iwi representatives
 - Cultural advisers and other officials within state agencies
 - Select committee submitters and other members of the public
 - Contractors and suppliers

Principal Accountabilities

<i>Accountabilities</i>	<i>Expected results</i>
Te Reo Māori interpretation	<ul style="list-style-type: none"> • Select Committee meetings are provided with accurate simultaneous (or near-simultaneous) English interpretation of Te Reo Māori spoken by submitters and committee members. • Accurate simultaneous (or near-simultaneous) Te Reo Māori interpretation of English is provided to Select Committee meetings where required. • Accurate simultaneous (or near-simultaneous) English interpretation of Te Reo Māori spoken by members in the Debating Chamber is provided where required. • Accurate and timely Te Reo Māori / English interpretation is provided for meetings, videos etc.
Te Reo Māori translation	<ul style="list-style-type: none"> • Select Committee reports are accurately translated into Te Reo Māori in a timely manner as required. • Accurate English translation of Te Reo Māori spoken by submitters and committee members is prepared in a timely manner for committee transcripts as required. • An accurate written record of Te Reo Māori spoken by submitters and committee members is prepared in a timely manner for committee transcripts as required. • Written Te Reo Māori is accurately translated into English (& vice versa) for the Parliament website and other Office publications. • Accurate and timely Te Reo Māori / English translation is provided for parliamentary questions and other areas of the Office.
Advice and support to the Clerk, Te Kaiwhakahaere – Ngā Rātonga Reo Maori and the Office	<ul style="list-style-type: none"> • Insightful, timely advice for development of policy and services relating to Te Reo Māori is provided to the Clerk of the House and Te Kaiwhakahaere – Ngā Rātonga Reo Maori as required. • Te Kaiwhakahaere – Ngā Rātonga Reo Maori is provided support and back-up assistance with coordinating the Ngā Rātonga Reo Maori. • Matters relating to the use and development of Te Reo Māori in Parliament are identified and brought to the attention of the Clerk of the House and Te Kaiwhakahaere – Ngā Rātonga Reo Maori. • Written information in Te Reo Māori is prepared for the Parliament website, social media and other Office publications. • Staff of the Office receive sound advice and support on matters relating to Te Reo Māori. • Staff receive guidelines and training in the use of written and spoken Te Reo Māori.

Competencies specific to the Kaiwhakamāori role

Kaiwhakamāori require the following skills, personal qualities, knowledge and experience:

Knowledge and Experience

- Te Taura Whiri i te Reo Māori certification of competency in translation and interpretation, or an equivalent recognised qualification.
- Fluent in oral and written English and Māori, both ōkawa and ōpaki (formal and informal).
- Has proven ability to quickly and accurately interpret and transcribe Te Reo Māori into English and to translate and edit Te Reo Māori into English and English into Te Reo Māori.
- Has a high awareness of iwi and hapū dialects and tikanga.
- Experience working within a public sector environment, and ideally a good understanding of the workings of Parliament and the role of the Office.
- Familiarity with using MS Office applications.
- Has a strong understanding of tikanga Māori in relation to the work of the Office and knows when to seek further advice as required.

Judgment and integrity

- Is able to find workable solutions to complex issues.
- Identifies key issues and information and logically evaluates assumptions and evidence before proceeding.
- Thinks through all the consequences and implications that need to be considered before deciding on a course of action or advice.
- Interprets established procedures and adapts and applies precedents and procedural concepts from other situations and/or experiences to determine the most appropriate action or advice.
- Makes informed and well-reasoned decisions and judgments.
- Is able to work without close supervision and copes well with having to work with limited information.
- Uses initiative appropriately and recognises when to seek advice on, and inform others of, issues.
- Takes a consistent approach and acts impartially and with integrity.
- Demonstrates political 'nous' and effectively navigates complex political situations.
- Interacts appropriately with people at all levels.
- Understands and respects different points of view.
- Knows when to share information and when to keep information confidential.

Relationship management, communication skills, impact, influence and resilience

- Is able to inform, influence and persuade others on issues that may be complex and/or where political tensions exist.
- Contributes as an active, engaged member of the SCAPE Team.
- Establishes and maintains effective and appropriate relationships with people at all levels.
- Has empathy and self-awareness and is able to understand and reflect others' perspectives.
- Gains the trust and respect of customers and stakeholders.
- Treats others with courtesy and respect regardless of their status.
- Has well-developed written and oral communication skills.
- Deals with senior people and stakeholders appropriately.

- Demonstrates tact and discretion.
- Is able to improvise and think on her/his feet effectively.
- Demonstrates resilience when dealing with confronting situations.
- Is tenacious in working towards goals.
- Is able to keep emotions under control in tense situations.
- Is flexible and adapts his/her approach to the situation where required.

Organisational & planning skills

- Plans own work, identifies priorities and juggles commitments effectively to consistently meet agreed timeframes.
- Effectively organises people, meetings and resources.
- Reacts positively to change, uncertainty and unexpected events.
- Is organised and results orientated - setting and meeting deadlines and milestones.
- Creates and maintains full and accurate records and paper-trails.
- Overcomes and finds ways around obstacles and challenges.
- Keeps all relevant parties informed on progress.
- Anticipates possible issues and barriers, has contingency plans in place and seeks support as appropriate.

Fit with organisational culture, including customer service and team work

- Demonstrates the values of the organisation: impartiality, innovation, openness, trustworthiness, courage.
- Demonstrates energy, enthusiasm and pride in the Office, its work and its vision.
- Demonstrates excellent customer service, interpersonal and teamwork skills.
- Seeks out other people to work together to produce effective solutions.
- Offers to assist other staff whenever possible and is flexible and willing to help with any task if needed.
- Publicly credits others who have performed well, encouraging and empowering them.
- Has an achievement orientation and a commitment to continuous learning, pursuing development opportunities and seeking challenging tasks and projects.
- Is respectful of others' needs and their differing backgrounds and working styles.
- Challenges the status quo, identifies opportunities and continuously looks for ways to improve service, systems and processes.
- Is customer focused, responsive and dedicated to meeting the expectations and requirements of internal and external customers.
- Takes a calm and constructive approach to resolving issues and conflicts.
- Works collaboratively with colleagues and shares knowledge whenever possible.
- Shows concern for quality, timeliness and accuracy.
- Supports and respects the decisions and work of colleagues regardless of role, and displays a willingness to learn from them.
- Works with a Parliament sector approach in mind and works collaboratively with the Parliamentary Service and other agencies in the complex.

Other requirements

- Some travel within New Zealand (to attend Select Committee meetings) is required.

